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Chief, SR/

31 January 1961

Acting Chief, Management Analysis Staff,  
(DD/P Area)

25X1A

SR Organization and Procedures

1. In accordance with our discussion on 6 January 1961, we have reviewed the broad functions of your Branch. This review was accomplished by interviewing your Section Chiefs and by reading the material that you made available to us. As the result of this review, we have identified seventeen problem areas that appear to us to be causing problems within your Branch. (See Attachment.)

2. The following course of action is proposed. First, that we review with you the areas recommended for study to assure the accuracy of the problem definition as stated and the anticipated results. Second, that you establish the priority of action and the target dates for the accomplishment of the indicated action.

3. We feel that additional areas for review may be identified as this study progresses. In such cases, we will identify the problem and request your guidance prior to extending our study.

4. The cooperation and cordial reception extended to us during this phase of the study by you and your staff is appreciated.

Attachment: (1)

Mgt, (31 Jan. 1961)

2 - SR  
1 - DD/P-R MO  
1 - File (MAS-DD/P)  
1 - L.S.D.

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